**Online Learning Journey – Parents’ Guide and our policy**

All parents will be given the opportunity to access tapestry which will be introduced to them at the very earliest of opportunities such as: home visits. The tapestry agreement and information will be given to parents and discussed to enable parents to understand the benefits to the child.

**Introduction**

All children attending XX Childcare Provision (including some Creche participants) will have a personal on-line Learning Journey which records photos, observations and comments, in line with the Early Years Foundation Stage, to build up a record of the child’s experiences during their time with us.

We use Tapestry, a system, which is hosted in the UK on secure servers. Parents / carers and key persons will have secure access (via email address and password) to the target child’s Learning Journey and, in addition to viewing staff’s contributions; we encourage parents / carers to add to it by uploading photos and comments, or commenting on observations made by staff.

**All parents / carers should be advised where to start.**

They should be informed that they will need to submit an email address, which will enable us to set up an account. They should go to <https://eylj.org> on their computer, iPhone , iPad or visit the iTunes store and download the Tapestry app from the Education section (search for TapestryMobile). The Login should be made by using their email address and the password we give them. Staff will recommend that they change their password on their first visit.

Further instructions for use:

**Changing your settings**

**On the computer**

At the top right of your screen you will see your name, and selecting this will give you the option to ‘Edit Preferences’. Choose this option and you will be presented with a screen giving you the option to change your email address and password.

You also have the option to receive an email whenever a new observation is added to your child’s Learning Journey – just tick or untick the relevant box if you would like to change this setting.

**On iPhone/iPad**

To change your settings on the iphone/ipad app, click the 'cog' button on the bottom right hand side of the application. This enables you to change password and/or email address.

**Viewing my child’s Learning Journey**

Once logged in, you will see your child’s observations on your home screen in a list – selecting any one of these will open up the observation for you to look at. You may add comments in the box at the bottom of the observation if you would like to - and we would love to receive such comments!

**Adding an entry to my child’s Learning Journey**

Choose the ‘Add Observation’ option (or the 'plus' icon on your iphone/ipad) and add the relevant information in the boxes on screen. Photos and videos may be uploaded by choosing the ‘add media’ option. When you have saved your observation, you may go back to the home screen at any time by choosing ‘home’.

**Let us know how you get on!**

**Reviewed April 2016**